

CAPPS HR/Payroll & Financials — User Group Meeting Minutes

Thursday, Feb. 25, 2021

9–11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- This is a webinar through Webex.
- User Group meeting materials will be posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov

II. Production Update: Financials Support Requests (SRs) (Anthony Martin)

- **SR Summary and Trend Report**
 - The **CAPPS Financials Summary and Trend Report 02/25/21** document was reviewed.
 - In January, there were 642 active SRs with 158 in high priority status.
 - As shown on the trend chart, there were 311 SRs opened and 386 closed in January.
- **Governance Approved Enhancements**
 - The **CAPPS Financials Governance Approved SRs 02/25/21** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The **CAPPS Financials Required Maintenance 02/25/21** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 19436 is a request to update the *USPS Interface* to avoid frequent failures that required agency and CAPPS support intervention.
 - This allows Journals to be loaded and error notifications to be generated and sent to users. This SR is now in *Acceptance Testing* status.
 - This only affects agencies using USPS. Due to recent inclement weather, the User Acceptance Testing (UAT) dates have been extended until the end of March.

III. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - The **CAPPS HR/Payroll Summary and Trend Report 02/25/21** document was reviewed.
 - In January, there were 779 active SRs with 72 in high priority status. There were two critical SRs.
 - As shown on the trend chart, there were 660 SRs opened and 686 closed in January.
- **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 02/25/21** document was provided to attendees but was not reviewed during the meeting because there were no SR status updates since the last user group meeting.
- **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 02/25/21** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 26120 is for the Recruit upgrade, *Release 20D.2*. This SR has moved to *Complete* status.

- IV. Project Update: CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard (Nyguel Sanders)**
- The *CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard 02/25/21* document was reviewed.
 - The project is green and on track for both the soft go-live date (Aug. 09, 2021) and the implementation date (Sept. 01, 2021).
 - Key items:
 - This project is now at 55% completion.
 - The CAPPS team continues to:
 - Hold the configuration/prototyping sessions. Each agency receives assistance with the set-up and a demonstration.
 - Move forward with phase 2 of the system test.
 - To help identify and outline security with the deploying agencies, the agency security worksheets are reviewed.
- V. Project Update: CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)**
- The *CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard 02/25/21* document was reviewed.
 - The project is green and on track for both the code move date (July 08, 2021) and the implementation date (July 12, 2021).
 - Key items:
 - This project is now at 52% completion.
 - Mock 2 conversion is complete.
 - Held the deployment training kickoff meeting on Feb. 1.
 - Mock 3 conversion has begun and is near completion as of this week.
- VI. Project Update: CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard (Jay Ingram)**
- The *CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard 02/25/21* document was reviewed.
 - The project is green and on track for the implementation date (May 12, 2021).
 - Key items:
 - This project is now at 80% completion.
 - Preparing scripts for UAT.
 - Granted early access to non-production environments.
 - Moved UAT date to March 8 due to the Identity and Access Management (IAM) schedule change.
- VII. Project Update: CAPPS Fiscal 2021 IAM Agency Deployment Project Dashboard (Diana Urban)**
- The *CAPPS Fiscal 2021 IAM Agency Deployment Project Dashboard 02/25/21* document was reviewed.
 - The project is green and on track for the UAT dates (April 12 — May 21, 2021) and the implementation date (June 7, 2021).
 - Key items:
 - The project is now at 65% completion.
 - The CAPPS team is near completion of the build.
 - Continuing with environment integration with IAM.
 - Preparing for UAT.
 - Continuing with organizational change management and support preparation.

VIII. Discussion Topic: Calendar Year-End (CYE) Update (Rob Heckler)

- The 1095-C out to employees and post marked on March 2. Totals are due on March 31.
- Electronic consent for ACA and 1095-c are not being selected by many agencies.
 - Agencies should communicate this option and encourage electronic consent.
 - Electronic consent means employees will receive an electronic copy, instead of a paper copy.

IX. Discussion Topic: IAM/TDIS Project Update (Chelsa Vinklarek)

- As discussed in the January user group meeting, the revised project plan removes the need for the constituent account — users are only required to enter their email to begin the registration of their IAM account.
- Revised go-live date is June 7, 2021 and UAT is now scheduled to begin on April 12.
- This implementation impacts all CAPPs users since the IAM/TDIS login is the only way to access CAPPs once IAM is deployed. It is critical for each agency to ensure messaging is broadcast to all its users.
- Key points include:
 - The IAM/TDIS implementation only alters the login process to enter CAPPs — System navigation and functionality are not impacted by this new security process.
 - Initial registration is required — additional information about the registration process will be included in March's user group meeting.
 - Users will have the option to save a device when logging in. The device being saved is the computer and browser combination used when logging in (for example: a laptop + Google Chrome browser). If the user logs in from the same laptop but uses a different browser, it is saved as a different device/browser combination — users can save up to five device/browser combinations.
 - The CAPPs IAM project team are developing template emails, a training video, and other communications for agencies to use with their own go-live preparations. Agency Security Coordinators and Level 1 staff will receive targeted communications and other supporting materials as they are developed.
 - IAM/TDIS implementation affects terminated employees. Each agency is responsible for messaging this information to its terminated employees. The CAPPs team will provide templates to assist with this.
 - Agencies will be able to assist in password resets.
 - The Delegated Admin (DA) console will be available for select agency to complete passwords resets and unlock users.
 - DA is a separate application outside of CAPPs.
 - TDIS will have two agency-facing environments:
 - **Production:** includes HCMPRD1, FINPRD1, ELMPRD1, HCMRPT1, and FINRPT1. Additionally, Recruit, Learn and BOBJ are part of Production.
 - **Stage:** HCMUAT1, FINUAT1, ELMUAT1, HCMMNT1, FINMNT1, ELMNT1. Additionally, Recruit, Learn and BOBJ are part of Stage.
 - Single Sign-On (SSO) will exist in both groups but will not work between *Production* and *Stage*.
 - Passwords and profiles between TDIS *Production* and *Stage* will not be copied or replicated. They are managed separately.
 - Designing a configuration for a switch that enables or disables this for HUBs.
 - Password resets will be required every 60 days for both IAM environments, *Production* and *Stage*.

X. Upcoming Meetings

- Thursday, March 25, 2021 — Combined CAPPs HR/Payroll and Financials User Group meeting.